

## Aoyama, Joyce

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**Subject:** Versatile Box Training  
**Location:** Richard's desk

**Start:** Thu 2/6/2014 10:00 AM  
**End:** Thu 2/6/2014 11:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Aoyama, Joyce  
**Required Attendees:** Stegeman, Richard  
**Optional Attendees:** Magorrian, Matthew; Wells, Mike

**Categories:** EZ Record - Shared

When: Thursday, February 06, 2014 10:00 AM-11:00 AM (UTC-08:00) Pacific Time (US & Canada).  
Where: Richard's desk

Note: The GMT offset above does not reflect daylight saving time adjustments.

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Richard,

Please prepare lists of folder names in Word, for the folders your are planning to send to the FRC. We can use them to create boxes in Versatile on Wednesday morning.

1. Separate your folders by records schedules (Travel, Program Management, Speeches, Meetings, etc.)
2. Keep them in the same order as they were in the drawers (ex. alphabetical, date order)
3. Put them in FRC boxes
4. Create your folder lists in Word by box (Box 1 for 006a contains: ; Box 2 for 006b contains: ; Box 1 of Travel, etc.)